PEDS Data Entry Training
County Commission Organization Setup

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA

Goals of training

- To define "County Commission organizations."
- To learn how to enter organizations into PEDS.
- To learn how to edit, deactivate, and delete organizations in PEDS.

Organization
Definition

An entity funded by the County Commission to oversee one or more funded programs.

Examples of organizations:

- Education organizations
- County service agencies
- Private providers
- Nonprofit community organizations
- Consulting organizations
- Family Resource Centers
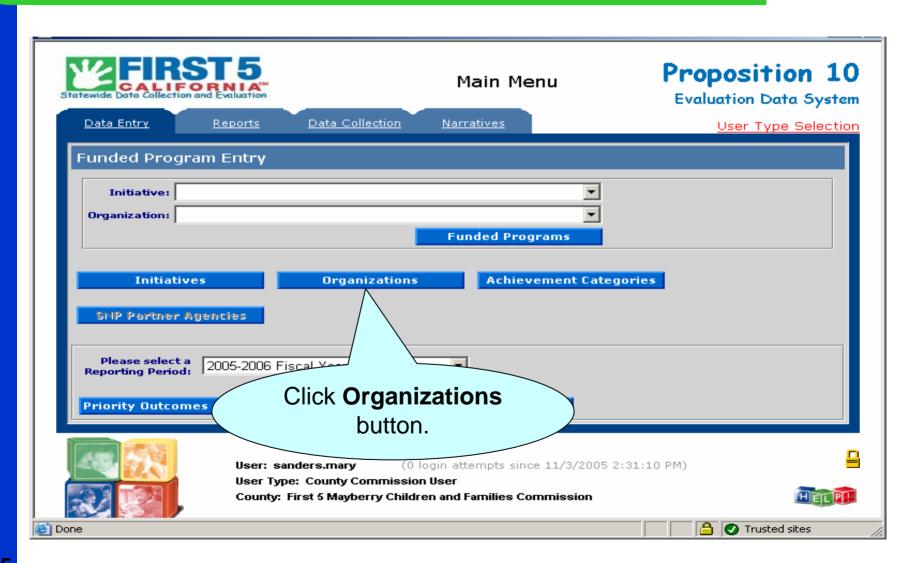- Child care centers or preschools

Each funded program must be tied to an organization.
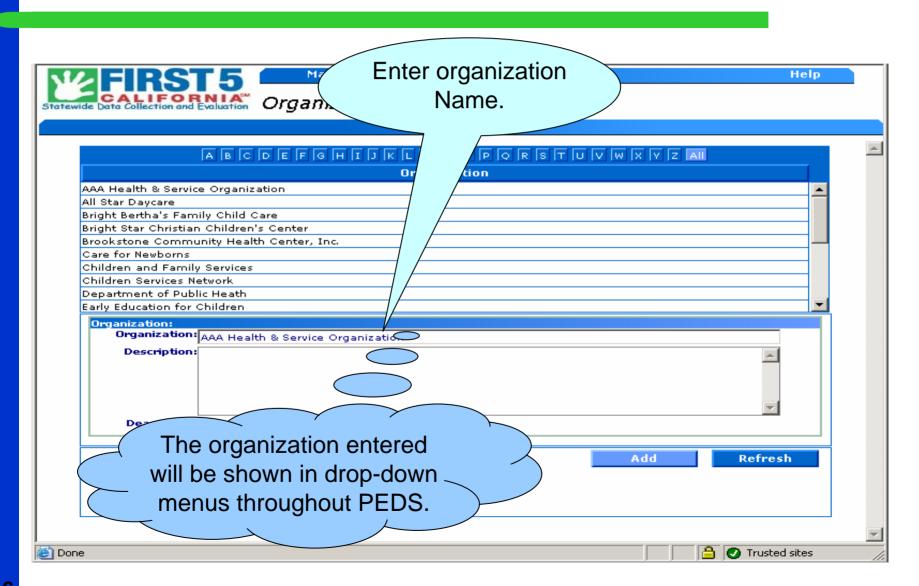
Organization categories
Definition

Commission-run program: An activity or set of activities funded by a First 5 commission and administered directly by County Commission staff.

Externally-run program: An activity or set of activities funded by First 5 and administered by an agency other than a First 5 Commission.
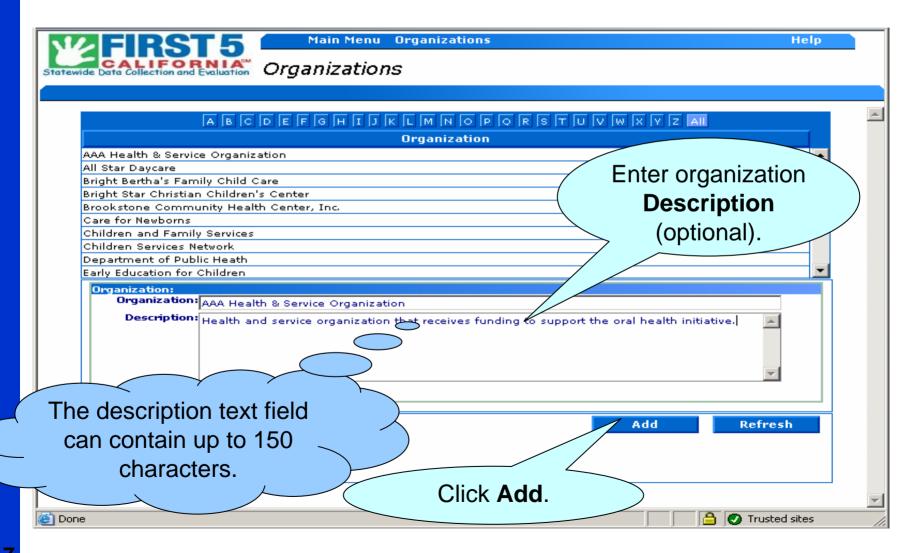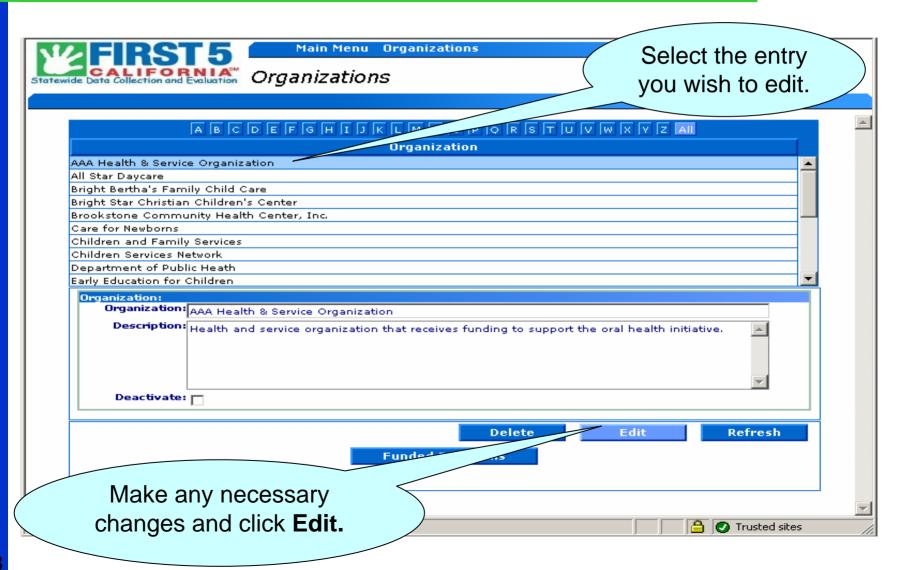
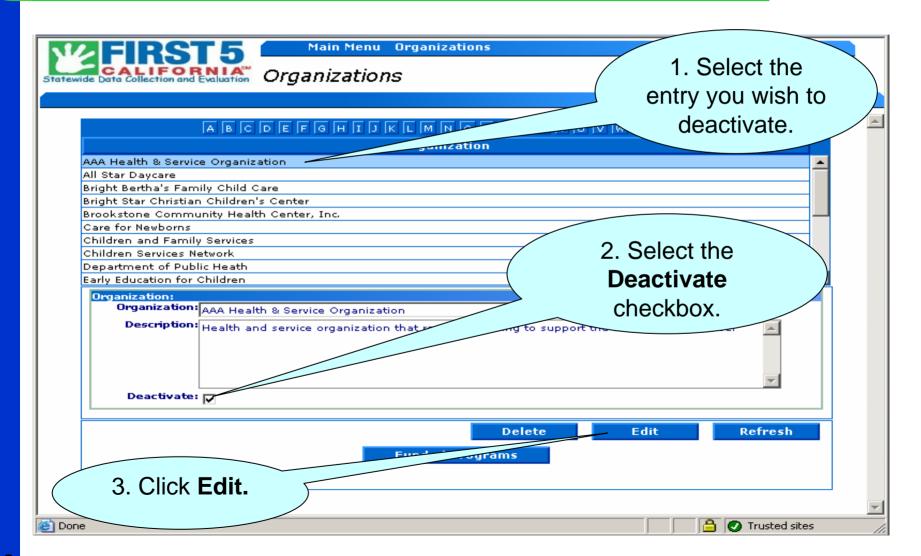# How do I enter an organization into PEDS?

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Organization
Entry of name

Organization
Entry of description

Enter organization **Description** (optional).

The description text field can contain up to 150 characters.

Click **Add**.

How do I edit an organization in PEDS?

Select the entry you wish to edit.

Make any necessary changes and click **Edit.**

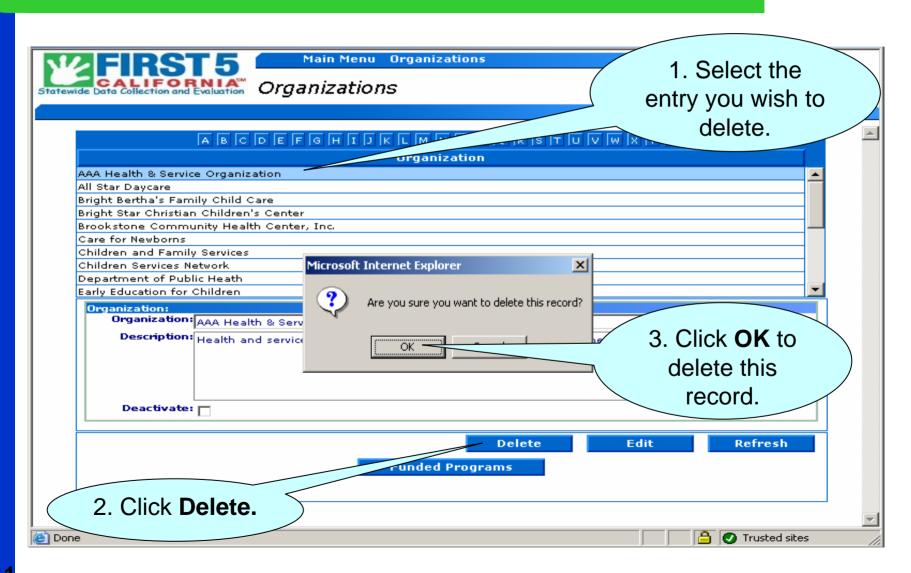# How do I deactivate an organization in PEDS?

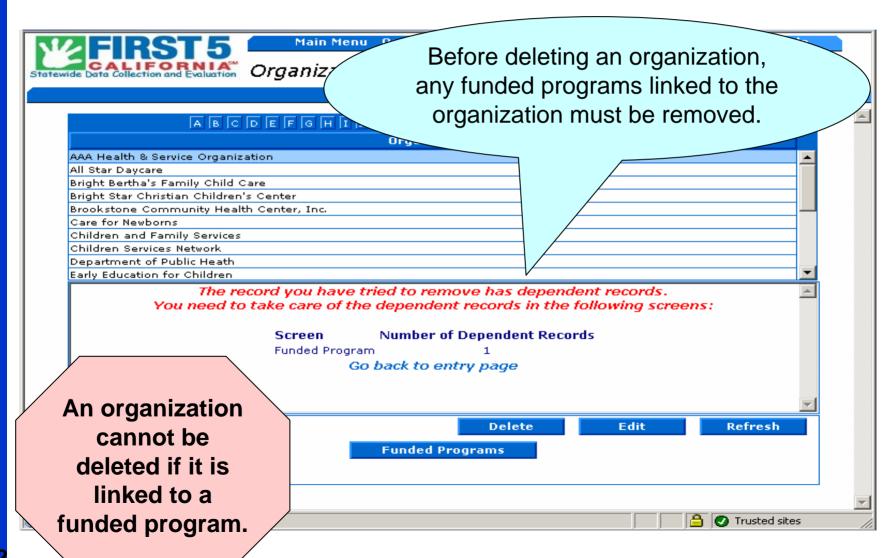# What happens when I deactivate an organization?

Deactivating an organization:

- Removes the organization from the drop-down list when you set up or edit a funded program.

- Does not remove the organization from the filter list when you run reports.

- Does not remove an organization that was previously linked to a funded program.

How do I delete an organization in PEDS?

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How do I delete an organization in PEDS?

Before deleting an organization, any funded programs linked to the organization must be removed.

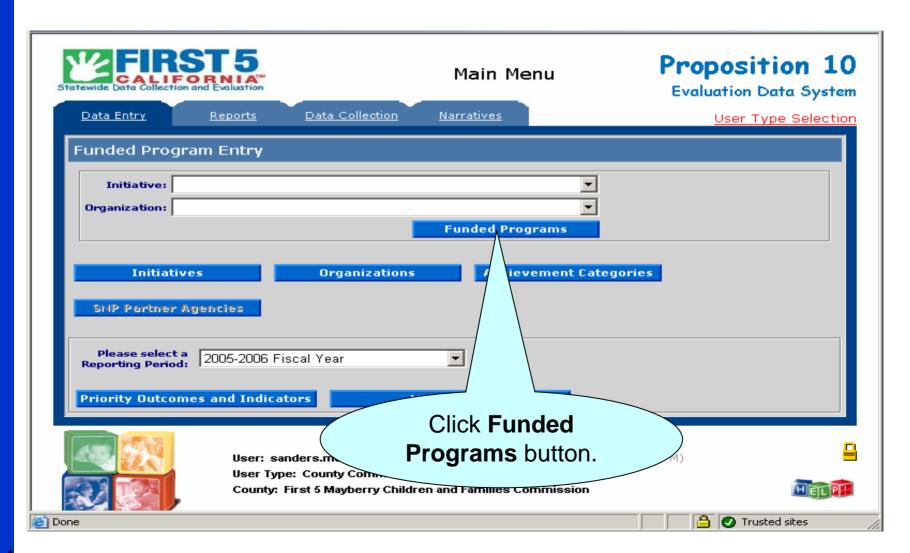An organization cannot be deleted if it is linked to a funded program.
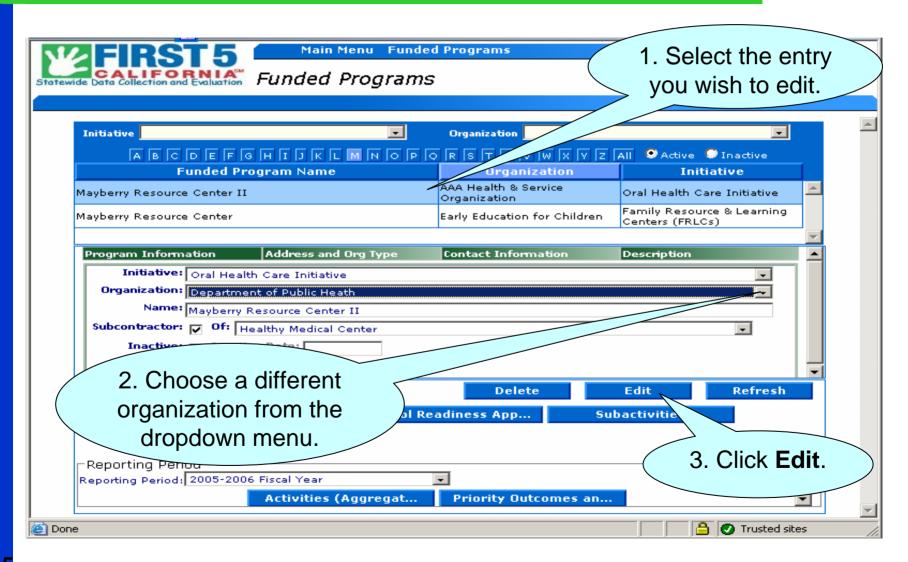
What happens when I delete an organization?

Deleting an organization:

- Removes the organization from the drop-down list when you set up or edit a funded program.

- Removes the organization from the filter list when you run reports.

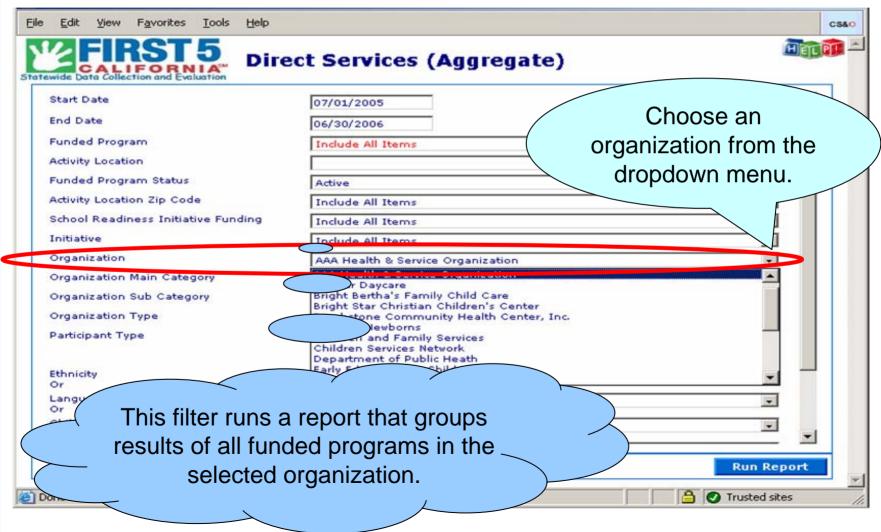- Cannot occur if the organization is linked to a funded program.

How do I link a funded program to a different organization in PEDS?

Click **Funded Programs** button.

How do I link a funded program to a different organization in PEDS?
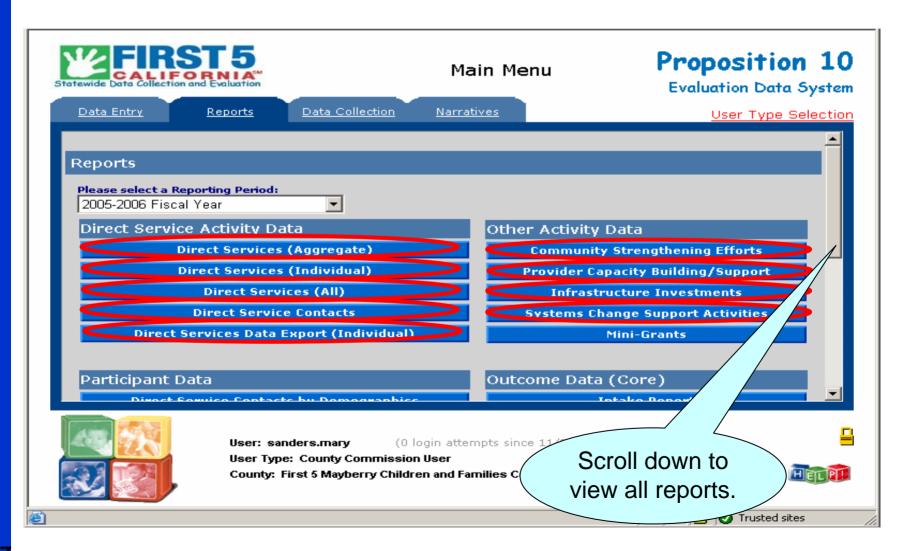
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Organization
Report filters

Organization
Applicable reports with an "organization" filter

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Organization
Applicable reports with an "organization" filter

1/24/2006

Organization
Summary of data entry

To Add
- Go to Organizations.
- Enter organization name.
- Enter description (optional).
- Click **Add.**

To Edit
- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

To Deactivate
- Select entry to be deactivated.
- Click the **Deactivate** checkbox.
- Click **Edit**.

To Delete
- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.

To Unlink a Funded Program
- Go to Funded Program Setup.
- Select the funded program you wish to unlink.
- Select a different organization from the drop-down menu.
- Click **Edit**.